



BALTIMORE COUNTY, MARYLAND
Office of Information and Technology
Records Management Division

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C-809

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency: **BALTIMORE COUNTY PUBLIC WORKS**

Division: **BUREAU OF SOLID WASTE
MANAGEMENT**

ITEM NO.	DESCRIPTION	RETENTION
<u>GENERAL OPERATIONS</u>		
1.	<u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
2.	<u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) year after termination, then destroy.
3.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings.	Retain for one (1) year, then destroy.
4.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget printouts Work papers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
5.	<u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
6.	<u>SPECIAL ACCOUNTING RECORDS</u> These files include all specialized accounting records, including but not limited to Audit reports (Internal or external; financial or program), Recycling Accounting Records (which include tonnage, payment records for regional recycling/processing facilities) and other unique accounting files generated or handled by the agency.	Retain for three (3) years, then destroy.
7.	<u>FIXED ASSETS FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/stolen forms (office copy) Surplus forms (office copy) Transfer forms (office copy)	Retain fixed asset print-out for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.

SCHEDULE APPROVED BY:
RECORDS MANAGEMENT OFFICER

Dwight A. Lureh 1/12/98

SCHEDULE APPROVED BY:
COUNTY ADMINISTRATIVE OFFICER

Robin R. Churchill 1/14/98

SCHEDULE APPROVED BY:
AGENCY OR DIVISION REPRESENTATIVE

Charles R. Ullrich

SCHEDULE APPROVED BY:
STATE ARCHIVIST

Edward C. Papenfuss

MAR 5 1998



BALTIMORE COUNTY, MARYLAND
Office of Information and Technology
Records Management Division
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RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency: **BALTIMORE COUNTY DEPARTMENT OF PUBLIC WORKS**

Division: **BUREAU OF SOLID WASTE
MANAGEMENT**

ITE	DESCRIPTION	RETENTION
8.	<u>MATERIAL SAFETY DATA SHEETS</u> These letter size folders are arranged alphabetically. They include data sheets for all chemical used and stored by the agency, including directions on use, shelf life, hazards, and all other relevant information.	Retain until substance no longer used, then destroy.
9.	<u>COMPLAINT/REQUEST FORMS</u> These letter size files are arranged alphabetically and contain all Complaints and Requests received from residents, elected officials, other county agencies, etc. on trash collection, recycling collection, refuse/recycling disposal, street sweeping, and all other services provided by the bureau.	Retain for two (2) years, then destroy.
10.	<u>BULK REFUSE COLLECTION</u> These letter size files are arranged chronologically and contain information on the transition from County provided service to a privatized service. They include letters of appointment for authorization to be a Bulk Refuse Collector, guidelines of service, areas of service, fee schedules to be followed, etc.	Retain for four (4) years, then destroy..
11.	<u>COMMUNITY CLEAN-UPS</u> These letter size files are arranged chronologically and are filed chronologically into two groups: COUNTY PROGRAM - contains general correspondence, report, costs, and geographic locations of County funded & operated clean-ups. PRIVATE PROGRAM-Contains general correspondence waivers of tipping fees, invoices, copies of direct payments related to operation of County funded program utilizing private contractors.	Retain for three (3) years, then destroy.
12.	<u>RECYCLING IMPLEMENTATION FILES</u> These letter size files are arranged alphabetically and include information related to the administration of the recycling program. Shared among all recycling staff members, the files contain studies, reports, surveys, and memos related to the implementation and evaluation of the recycling program.	Screen annually and destroy material no longer needed. Directives, policies and other material related to the planning and policy that illustrate the development of the recycling program retain permanently for eventual transfer to the Archives.
13.	<u>MULTI-FAMILY RECYCLING PILOT FILES</u> These letter size files are arranged alphabetically and contain documents describing current and potential multi-family recycling pilots. Files contain surveys and correspondence, as well as monitoring and contact information.	Screen annually and destroy material no longer needed. Directives, policies and other material related to the planning and policy that illustrate the development of the recycling program retain permanently for eventual transfer to the Archives.
14.	<u>ADOPT-A-ROAD PROGRAM FILES</u> These letter size files are arranged alphabetically and contain correspondence and documents describing current and pending road adoptions.	Screen annually and destroy material no longer needed. Directives, policies and other material related to the planning and policy that illustrate the development of the recycling program retain permanently for eventual transfer to the Archives.
15.	<u>PUBLIC OUTREACH FILES</u> These letter size files are arranged alphabetically and include press releases and advertising material generated by the Recycling Division. Files also include original films and printing plates for printing outreach item such as trash/recycling schedules, brochures, flyers, and booklets.	Screen annually and destroy material no longer needed. Directives, policies and other material related to the planning and policy that illustrate the development of the recycling program retain permanently for eventual transfer to the Archives.



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Agency: BALTIMORE COUNTY PUBLIC WORKS

Division: SOLID WASTE MANAGEMENT

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16.	<u>REFUSE/RECYCLING COLLECTOR FILES</u> These letter size files are arranged alphabetically and contain general correspondence including history of each contract, certification of insurance, compensation changes and updates, mileage information, and any other materials pertaining to individual collector s.	Screen annually for material no longer needed, Retain historical data pertaining to development of Bureau for eventual transfer to the State Archives.
17.	<u>DAILY SWEEPING REPORT</u> These letter size files are numerically arranged and contain reports on daily operator activities for the sweeping program.	Retain for two (2) years, then destroy.
18.	<u>SUPERVISOR'S SWEEPING REPORTS</u> These letter size reports are arranged chronologically in a binder and on diskette/ They represent a compilation of daily sweeping reports divided into monthly segments by crews.	Screen sheets monthly to verify data, then destroy. Retain diskettes for 5 years, then destroy data.
19.	<u>COMMUNITY ASSISTANCE REQUESTS FOR FESTIVALS/EVENTS</u> These letter size files are filed alphabetically and contain requests made by outside agencies, private organizations and communities for clean-up assistance during and after special festivals and events.	Screen file annually and destroy all requests over ten (10) years old.
20.	<u>REFUSE DISPOSAL FILES</u> These files contain but are not limited to: include all record material relating to Baltimore County Landfills, transfer areas, compost facilities, processing facilities, and other material pertaining to Baltimore Co. solid waste projects, etc. related to Refuse Disposal.	Screen annually and destroy that material no longer needed for current business. Reatain environmentally sensitive items for 50 years from date sent to storage.